

**TOWN OF CHESTER
PLANNING BOARD
APPLICATION
PLEASE TYPE OR PRINT LEGIBLY**

DEADLINE FOR NEW SUBMISSIONS IS TWO (2) WEEKS PRIOR TO THE FIRST WEDNESDAY OF THE MONTH TO BE DELIVERED TO THE PLANNING BOARD OFFICE AT TOWN HALL. THE PROJECT WILL BE PLACED ON THE NEXT AVAILABLE AGENDA.

APPLICANT MUST PROVIDE THE FOLLOWING:

- * TWELVE (12) COLLATED SETS (ONE ORIGINAL AND 11 COPIES) OF ALL PAPERWORK
- * ONE (1) CD OF PLANS IN PDF FORM
- * ANY FEES THAT APPLY (CHECK PAYABLE TO THE TOWN OF CHESTER)
- * WRITTEN NARRATIVE DESCRIBING PROPOSED PROJECT I.E. PROPOSED USE, ANTICIPATED TRAFFIC FLOW, PARKING, NUMBER OF EMPLOYEES, HOURS OF OPERATION, LIGHTING, LANDSCAPING, ETC,
- * ENVIRONMENTAL ASSESSMENT FORM
- * DISCLOSURE ADDENDUM STATEMENT
- * NOTARIZED PLANNING BOARD DISCLAIMER STATEMENT
- * AGRICULTURAL DATA STATEMENT IF APPLICABLE, ACCOMPANIED BY A STAMPED ADDRESSED ENVELOPE TO EACH IDENTIFIED OPERATION ALONG WITH COPIES OF THE TAX MAP INDICATING LOCATION OF PROPOSED ACTION TO THE FARMING OPERATION.
- * NOTARIZED OWNERS AUTHORIZATION FOR REPRESENTATIVE TO ACT OF HIS/HER BEHALF (IF APPLICABLE)

PLEASE NOTE: APPLICATION WILL BE DEEMED INCOMPLETE IF ALL INFORMATION, FEES AND CORRECT AMOUNT OF COPIES ARE NOT PROVIDED.

**TOWN OF CHESTER
PLANNING BOARD SITE PLAN APPLICATION**

DATE _____

APPLICANT _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

OWNER OF PROPERTY (IF NOT SAME AS ABOVE)

ADDRESS _____

TELEPHONE # _____

APPLICANT _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

**PERSON WHO IS RESPONSIBLE FOR ANY FEES INCURRED
AND WHO IS TO RECEIVE STATEMENTS:**

NAME _____

BILLING ADDRESS _____

E-MAIL ADDRESS _____

CONTACT PHONE # _____

PROPERTY DESCRIPTION:

TAX MAP SECTION _____ BLOCK _____ LOT _____

LOCATION OF PROPERTY _____

SQUARE FOOTAGE _____ PRESENT ZONING _____

NAME OF PROJECT

INTENDED USE

NUMBER OF LOTS

PROJECT ENGINEER _____

ADDRESS _____

EMAIL _____

TELEPHONE # _____ LICENSE # _____

PROJECT ATTORNEY _____

ADDRESS _____

EMAIL _____

TELEPHONE # _____

TOWN OF CHESTER PLANNING BOARD

PROJECT NAME

PRESUBMISSION
PLAN ELEMENT CHECKLIST FOR
PRELIMINARY SITE PLAN

The following checklist items shall be incorporated on the Site Plan prior to consideration of being placed on the Planning Board Agenda.

1. ____ Name and address of applicant.
2. ____ Name and address of owner (if different from applicant).
3. ____ Tax Map Data (Section-Block-Lot).
4. ____ Location map at a scale of 1" = 2,000 ft. or less on a tax map or USCGS map base only with property outlined.
5. ____ Zoning table showing what is required in the particular zone and what applicant is proposing.
6. ____ Show zoning boundary if any portion of proposed site is within or adjacent to a different zone.
7. ____ Date of plan preparation and/or plan revisions.
8. ____ Scale the plan is drawn to (Max 1" = 100')
9. ____ North arrow pointing generally up.
10. ____ Planning Board Approval Box near lower right corner of plans (2½"x4") for Stamping
11. ____ Plan Legend (symbols & labels)
12. ____ Surveyor's and Engineer's Certification and Title Block.
13. ____ Name of adjoining owners.
14. ____ Wetlands and required buffer zone with an appropriate note regarding DEC or ACOE requirements as applicable.
15. ____ Delineation of wooded areas and isolated trees with diameters of 12 inches or greater. Show clearing limits.
16. ____ Flood plain boundaries.

17. ___ Certified sewerage system and water supply design and placement by a Licensed Professional Engineer must be shown on plans.
18. ___ Metes and bounds of parcel.
19. ___ Name and width of adjacent streets; the road boundary is to be a minimum of 25 ft. from the physical center line of the street with dedication offerings as required.
20. ___ Show existing or proposed easements (note restrictions).
21. ___ Right-of-way width and Rights of Access and Utility Placement.
22. ___ Lot area.
23. ___ Show any existing waterways, including intermittent streams.
24. ___ Applicable note pertaining to owner's review and concurrence with site plan together with owner's signature.
25. ___ Show any improvements, i.e, drainage systems, water lines, sewer lines, etc.
26. ___ Show all existing buildings, houses, accessory structures, wells and septic systems on and within 200 ft. of the parcel.
27. ___ Show topographical data with 2 ft. contours extending 100' from property line based upon USGS datum.
28. ___ Indicate any reference to a previous subdivision, i.e., filed map number, date and previous lot number.
29. ___ Show lighting plan and luminaire projection data.
30. ___ Show driveway entrance sight distances.
31. ___ Show landscaping and signage.
32. ___ Stormwater Management and Erosion and Sedimentation Control Plans.
33. ___ Paving limits and cross-sectional detail.

The following is to be included in the Project Narrative:

34. ___ Number of acres to be cleared or timber harvested.
35. ___ Estimated or known cubic yards of material to be excavated and removed from the site.
36. ___ Estimated or known cubic yards of fill required.

37. ___ The amount of grading expected or known to be required to bring the site to readiness.
38. ___ Type and amount of site preparation which falls within the 100 ft. buffer strip of State Wetlands. Please explain in sq. ft. or cubic yards.
39. ___ Any amount of site preparation within a 100 year floodplain or any water course on the site. Please explain in sq. ft. or cubic yards.
40. ___ Check here if sketch plan conference is requested. See Town of Chester Zoning §98-30E.

The plan for the proposed site has been prepared in accordance with this checklist.

By: _____
Applicant's Licensed Professional

Date: _____

This list is designed to be a guide ONLY. The Town of Chester Planning Board may require additional notes or revisions prior to granting approval.

OWNER AUTHORIZATION

State of New York
County of Orange

I _____
Owner

residing at _____
Owner Address

being the owner of premises _____
Property Location

also known as Orange County Tax Map # _____
Tax Map #

hereby authorize _____
Agent

whose mailing address is _____
Agent address

to appear on my behalf before the Planning Board of the Town of Chester,
and to file any documents required with reference to my application for :

I hereby allow my agent, whose name appears above, to act on my behalf
and I further agree to abide by any requirements imposed by the Board as a
condition of their approval.

Owner Signature

Sworn to before me this _____

day of _____, 201 _____

DISCLOSURE ADDENDUM STATEMENT TO APPLICATION,
PETITION AND REQUEST

Mindful of the provisions of Section 809 of the General Municipal Law of the State of New York, and of the Penal provisions thereof as well, the undersigned applicant states that no State Officer, Officer or Employee of the Town of Chester, or Orange County, has any interest, financial or otherwise, in this application or with, or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following type of interest, in the nature and to the extent hereinafter indicated:

_____ NONE

_____ NAME, ADDRESS, RELATIONSHIP OR INTEREST
(financial or otherwise)

This disclosure addendum statement is annexed to and made a part of the petition, application and request made by the undersigned applicant to the following Board or Officer of the Town of Chester.

_____ TOWN BOARD

_____ PLANNING BOARD

_____ ZONING BOARD OF APPEALS

_____ BUILDING INSPECTOR

_____ OTHER

_____ DATED

_____ INDIVIDUAL APPLICANT

_____ CORPORATE APPLICANT

_____ (PRES.) (PARTNER) (VICE
PRES.) (SEC) (TREAS)

PLANNING BOARD DISCLAIMER STATEMENT
TO APPLICANTS

The applicant is advised that the Town of Chester Municipal Code which contains the Town's Zoning Law, is subject to amendment. Submission of an application to this Board does not grant the applicant any right to continued review under the code's current standards and requirements. It is possible that the applicant will be required to meet changed standards or new code requirements made while the application is pending.

An approval by this Board does not constitute permission, nor grant the right to connect to or use municipal services such as sewer, water or roads. It is the applicant's responsibility to apply for and obtain the Town of Chester and other agency approvals not within this Board's authority to grant.

The applicant hereby acknowledges, consents, and agrees to the above.

DATED

APPLICANT'S NAME (PRINTED)

APPLICANT'S SIGNATURE

Notary Public
State of NY
County of Orange

I hereby depose and say that all the above statements and information, and all statements and information contained in the supporting documents and drawings attached hereto are true, that the application rules have been read and the requirements therein set forth are fully met. Further, I understand that compliance with the Town of Chester Zoning Ordinance and the Subdivision Regulations shall be the sole responsibility of the applicant and the owner or their representatives, and that compliance with the subject matter contained therein shall be deemed part of this application.

Signature of Applicant

Sworn to before me this _____

day of _____ 201 _____

Notary Public